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ABSTRACT

TRIAL (Technique for Retrieving Information from Abstracts of Literature) is an information storage and retrieval system which can be used by school media specialists to produce indexes of non-print materials. This manual provides a step by step approach for media specialists to automate their non-print holdings. These procedures can also be applied to all materials which require bibliographic control or file efficiency. Instructions are provided for building TRIAL on nine levels of information, how to create a permanent file, how to retrieve an index on each and every level, and how to search the data base. Although only batch processing is explained in this manual, TRIAL can also be manipulated on-line.
(Author/AWP)

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TRIAL

Producing Media Catalogs

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LM 535 Information Storage and Retrieval

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TABLE OF CONTENTS

Preface	i
Objectives	ii
	Section
Building the Data File	1
Levels of the Data File	1.2
How to Get a Copy of the Data File	1.6
Permanent File with Listing	1.7
Retrieving Information from the Data File	2
How to Retrieve an Accession List	2.2
How to Retrieve a Code Index	2.3
How to Retrieve a Keyword Title Index	2.4
How to Retrieve a Type of Media Index	2.6
How to Retrieve A Level of Difficulty Index	2.7
How to Retrieve A Subject Index	2.8
How to Retrieve a District Catalog	2.9
Combining Programs and Changing the Data File	3
How to Retrieve Many Different Indexes from the same Run	3.1
How to Create a Temporary File	3.3
How to Alter or Delete a Record in the Permanent File	3.4
How to Add Records to the Permanent File	3.6
Searching the Data File	4
Appendix	
How to Purge a File	A.1
How to Punch a Deck of Cards	A.1
Xerox 1200 Printer	A.1
Other Uses of TRIAL	A.2
Cost Sheets	A.6
Symbols	A.8
Subject Headings	A.10

PREFACE

The purpose of this manual is to aid Media Specialists and Teachers in using the computer to create a Data Base in order to retrieve Media Indexes. Most of the examples used in this manual are directed to that end, yet the principles can also be applied to constructing Data Bases to retrieve programs of general use for instruction and file efficiency.

Though the card catalog has been accepted generally as the means of retrieving information about books, classroom teachers and students would find catalogs containing information on media materials more useful if found in book format. This manual contains the information necessary to create book catalogs through a computer system.

The information storage and retrieval system used to build the Data Base is called TRIAL, Technique for Retrieving Information from Abstracts of Literature. For further information about *EDIT, *INDEX, *SEARCH, and *PRINT functions, consult the manual entitled, "Trial, Information Retrieval System User's Manual," Technical Report 74-004.

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TRIAL

Objectives: The student will be able to--

- A. perform the following tasks associated with data processing:
 - 1. keypunch a deck of cards,
 - 2. program a drum card;
- B. code a data file using TRIAL format and perform the following in batch mode:
 - 1. create a permanent file,
 - 2. replace a permanent file,
 - 3. retrieve:
 - a. an accession list,
 - b. a code index,
 - c. a keyword title index,
 - d. a descriptor index,
 - e. a level of difficulty index,
 - f. a subject index, and
 - g. an interlibrary loan index;
- C. combine programs and change the data file by
 - 1. retrieving all levels on the same run,
 - 2. creating a temporary file,
 - 3. altering and deleting records, and
 - 4. adding records to the file;
- D. search the data file using the Boolean operators AND, OR, NOT from
 - 1. abstracts, and from
 - 2. multiple levels; and
- E. maintain a log of computer costs.

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BUILDING THE DATA FILE

How to build a Data File

TRIAL is built on nine levels of information, but not all levels have to be used in building a file. A possible format for creating media indexes could be constructed according to the following sample format.

Sample Format

Accession Number	Code	1
Title		2
Imprint		4
Descriptor or Identifier		5
Abstract		6
Age Level		7
Subject Headings		8
Location		9

Information about one item comprises what is called a Record. Using the above format, this Record is made up of nine Fields:

- an accession number field,
- a code field,
- a title field,
- an imprint field,
- a descriptor or identifier field,
- the abstract field,
- the level of difficulty field,
- a subject heading field, and
- the location field.

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Note that eight levels were used with both the accession number field and the code field in Level 1. Placing fields in certain levels is purely arbitrary (except for the code field). The accession number could have been placed in Level 3 or any other level. No information was assigned to Level 3 in the sample format to allow each student to use this level for information not specified in the sample.

Records are made up of Fields, and Fields are made up of Bytes (letters or numbers). Many Records form a File, and many Files make up a Data Base.

Information for each level is keypunched onto computer cards, and a level number must be typed on each and every card in Column 75. Only Columns 1 through 60 may be used for recording information. The other columns are used for recording reference codes, such as Dewey or Library of Congress classification numbers. Column 75 must be reserved for typing the appropriate level number.

Each record must start with a Level 1. Level numbers must be sequenced numerically prior to creating a Permanent File. Levels, other than Level 1, are not required but are determined by the person building the file. TRIAL allows for four hundred cards in each level of Level 7, Level 8, and Level 9. Levels 7, 8, and 9 are called "repeating groups." In Levels 1 through 6, TRIAL allows a maximum of six hundred cards total.

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Levels of the Data File

Level numbers are typed in Column 75 on each and every card. Information is keypunched in Columns 1 through 60. There must always be a Level 1 to distinguish one record from another record. If a certain level is not used, there is no need to type that level number in Column 75.

Level 1

Key punch the accession number field beginning in Column 1. Eighteen columns (1 to 18) may be used. If accession numbers are not used, leave this field blank (a blank field). If the accession number is preceded by a letter(s), place a dash between the letter(s) and numbers; for example, FS-089, FS-101. Accession number, FS-89, must be typed as FS-089 if it is to precede FS-101 in the output.

Level 0

Information keypunched in Columns 61-72 is processed internally as Level 0 even though a 1 is keypunched in Column 75.

Reference codes can be typed in Columns 61 to 72, and 76 to 80. Dewey numbers, accession numbers, Library of Congress numbers, or any other identifying number can be typed in these columns. For indexing purposes, it is suggested that only Columns 61 through 72 be used. If both a Dewey number and an accession number are built into the data file, it is suggested that the accession number be typed on a separate level. Only Level 1, the Reference Code field, can process decimal points.

Library of Congress (LC) classification numbers consist of both letters and numbers so it is important to know that the internal code of the machine prints letters followed by blanks first, then letters-numbers, and numbers last. Blanks come before letters, and letters appear before numbers.

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The left hand column lists LC numbers the way they would appear in the card catalog. The numbers were keypunched beginning in Column 61. The middle column shows how these numbers were listed in the output. The right hand column shows how the numbers in the left hand column must be keypunched so the output will sequence the numbers correctly.

6666666
1234567

D2
D6
D11
D11.5
D13
D198.3
D205
DL144
DL607
DL644

DL144
DL607
DL644
D11
D11.5
D13
D198.3
D2
D205
D6

6666666
1234567

D 2
D 6
D 11
D 11.5
D 13
D 198.3
D 205
DL144
DL607
DL644

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Level 2

Keypunch the title field in Columns 1 through 60. Use as many cards as necessary to type the complete title. It is better to go on to another card than to split a word from the end of one card to the beginning of another. In other words, if the last word ends in Column 57, begin the next word in Column 1 of the next card.

One thing to remember when typing in titles is that, on Output, twenty letters can be retrieved as one word. Blanks distinguish one word from the next word. Therefore, UNITED STATES can be retrieved as one word if, on Input, a dash is keypunched between these two words.

Level 4

The Imprint field usually includes the producer and the date.

Level 5

Descriptor or Identifier refers to labels like SUPER-8, SINGLE-CONCEPT-FILM, RECORDS, TAPES, TRANSPARENCIES, etc. Compound words should be hyphenated for easy retrieval. Compound words should be typed with a hyphen between words with no blanks before or after the hyphen. TRIAL can retrieve up to twenty characters. Therefore, the descriptor cannot exceed twenty characters.

Level 6

Keypunch a short abstract about each item. Words or Phrases in the abstract can then be searched after the File is built by using the *SEARCH function of TRIAL. Remember that information is keypunched in Columns 1 to 60.

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Level 7

You might want to consider using abbreviations when specifying the age level or difficulty level of the materials. The following are some of the abbreviations that could be used--

EL	for elementary,
MD	for middle school,
JR	for junior high school,
SR	for senior high school,
GR-4	for Grade 4
GRS-4-7	for Grades 4 through 7

Whatever method you decide upon is acceptable to TRIAL as long as the field does not exceed twenty characters, and hyphens are placed between letters or numbers.

Level 8

Subject headings are limited to twenty characters with two or more words joined by hyphens. The following is an example of keypunching a subject heading.

1. BIRDS 2. ANIMAL-BEHAVIOR

Many subject headings contain more than twenty characters so many abbreviations will have to be used in this system.

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How to Get a Copy of the Data File

After the data file has been built, an exact copy of the data file, card by card, can be retrieved by using the following cards.

1. Jobcard
2. Password
3. Project
4. COPYRF,SCF,INPUT,OUTPUT.
5. 7/8/9 Card
6. Place your data cards here
7. 6/7/8/9 Card

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Permanent File with Listing

Use the following cards to create a Permanent File and get a listing of the file in TRIAL structure.

1. Jobcard
2. Password
3. Project
4. ATTACH,TRIAL/UN=LIBRARY.
5. TRIAL.
6. SAVE,TAPE2=mgm.
7. REWIND,TAPE6.
8. COPYRF,BF,TAPE6.
9. 7/8/9 Card
10. *EDIT
11. NEW MASTER=2, LIST=6.
12. *DATA
13. *INSERT,ENTRY=10, INCREMENT=10.
14. Put Your Data Cards here
15. *END
16. 6/7/8/9 card

The purpose of getting a listing of the data file is to make subsequent corrections and to make sure that level numbers are lined up in proper numeric sequence in column 75. When all cards have been keypunched correctly, remove the incorrect cards and insert the corrected ones. Submit the program again in the same manner as you did when creating a permanent file. But in place of SAVE,TAPE2=mgm., type REPLACE,TAPE2=mgm. Get another listing. When file is accurate, you are ready to use the *EDIT, *INDEX, *SEARCH, and *PRINT functions.

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RETRIEVING INFORMATION FROM THE DATA FILE

The purpose of building a data file in the first place is to have the ability to retrieve information. TRIAL allows for retrieving information on each level that was used in building the file. On the following pages, the program cards listed spell out how information can be elicited from each level. Two cards are constantly used, one which addresses the computer to permute the data file and sort, the second which addresses the computer to print information out in a certain form and order.

The first card is in the following format--

*WORDS,LABEL,CARDS(LEVEL NUMBER).

The label can be any five letter word. The level number is any number that was typed in Column 75 when building the file. The information in this level will be sorted alphabetically or numerically automatically and will appear on the left hand side of the output. The asterisk and the word, WORDS, and the word, CARDS, must be used. A period must be typed at the end of the statement. No spaces between words are needed.

The second card is in the following format--

*KWOC,LABEL,CARDS(LEVEL NUMBERS).

The label must be the same word used in the first card. The level numbers are any or all of the numbers that were typed in Column 75 when building the file. The information will appear on the output in indented form under the main word processed in Card 1. The asterisk and the other words must be used, and this command must end in a period. Do not space between words.

KWOC (Keyword Out of Context) defines the form of the index which places the main word on the left hand side of the output. This form is distinguished from KWIC (Keyword In Context) which places the main word in the center of the page of the output.

The order the information is printed out is sequential according to both the level number and to the order of the records as they appear in the file. If the second card is typed, *KWOC,LABEL,CARDS(2,1,4,8,7), information will not be printed out in this order but will be sequenced in numeric order (1,2,4,7,8).

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TRIAL

Between these two cards, Keywords or Stopwords are typed. Keywords are the words you have selected to appear on the output. All other words will be stopped. Stopwords are the words you have designated to be stopped whereas all other words will appear on the output. NULL means that there are no Stopwords and no Keywords. Everything in the level will be retrieved on output.

An example of the Keyword command would be--

```
*WORDS,LABEL,CARDS(5).
SUPER-8,RECORDS,TRANSPARENCIES,KITS,FILMLOOPS.
*KWOC,LABEL,KEY,CARDS(0,1,2,4,6,7,8,9).
```

The word, KEY, specifies that the preceding words (SUPER-8 ...FILMLOOPS) should be retrieved, and all other words must be stopped.

An example of the Stopword command would be--

```
*WORDS,LABEL,CARDS(2).
AND,BUT,OR,NOR,FOR,BY,THROUGH,
A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z.
*KWOC,LABEL,CARDS(0,1,4,5,6,7,8,9).
```

The words (AND...THROUGH) and the letters (A...Z) will not appear on the output, but all other words and letters will appear on the output.

Note the difference between the keyword command and the stopword command.

In the keyword command, the word, KEY, is included whereas in the stopword command the word, KEY, is NOT included so the words and letters specified are assumed to be stopwords.

An example of the Null command would be--

```
*WORDS,LABEL,CARDS(0),NULL.
*KWOC,LABEL,CARDS(1,2,4,5,6,7,8,9).
```

Using NULL in this example will retrieve all the codes in Level 0.

Whereas Keywords and Stopwords limit the output, NULL retrieves everything on the Level specified.

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TRIAL

How to Retrieve an Accession List

Use the following cards to get an accession index--

1. Jobcard
2. Password
3. Project
4. ATTACH,TRIAL/UN=LIBRARY.
5. GET,TAPE1=mgm.
6. TRIAL.
7. 7/8/9 Card
8. *MASTER=1.
9. *INDEX
10. *WORDS,ACCES,CARDS(1),NULL.
11. *KWOC,ACCES,CARDS(1,2,3,4,5,6,7,8,9).
12. *END
13. *PRINT
14. OK.
15. *END
16. 6/7/8/9 Card

Comments:

10. The word, NULL, in Card 10 means that there are no stopwords and that each number in level 7 should be sequenced numerically. Numbers must be right justified. If the highest number occupies four digits on the keypunch card, number 1 must be typed 0001. Begin typing numbers in Column 1. If you forget to type the zeroes, number 1 will be sequenced as the number 1000 on the output. If the accession number is preceded by a letter(s), place a dash between the letter(s) and number; for example, FS-089, FS-101. Accession number, FS-89, must be typed as FS-089 if it is to precede FS-101.

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TRIAL

How to Retrieve a Code Index

Code Index refers to the classification of the record whether it be a Dewey, LC, or an accession number. The classification number typed in columns 61 to 72 is coded by the compiler as Level 0 though 0 was never typed in column 75.

Use the following cards for a code index--

1. Jobcard
2. Password
3. Project
4. ATTACH,TRIAL/UN=LIBRARY.
5. GET,TAPE1=mgm.
6. TRIAL.
7. 7/8/9 Card
8. *MASTER=1.
9. *INDEX
10. *WORDS, CODE, CARDS (0), NULL.
11. *KWOC, CODE, CARDS (1,2,3,4,5,6,7,8,9).
12. *END
13. *PRINT
14. OK.
15. *END
16. 6/7/8/9 Card

Comments:

10. The word, CODE, is only a label.
10. The number, 0, refers to the classification information typed in columns 61 to 72.
10. The word, NULL, means that there are no stopwords.

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TRIAL

How to Retrieve a Keyword Title Index

Step 1

To help you determine what words should be stopwords or keywords, a frequency count of words on a particular level for each record can be retrieved by using the following cards.

1. Jobcard
2. Password
3. Project
4. ATTACH,TRIAL/UN=LIBRARY.
5. GET,TAPE1=mgm.
6. TRIAL.
7. 7/8/9 Card
8. *MASTER=1.
9. *INDEX
10. *WORDS,TITLE,CARDS(2),NULL,STATISTICS.
11. *KWOC,TITLE,CARDS(2),FREQUENCY.
12. *END
13. 6/7/8/9 Card

Comments:

5. Use the same label name used in creating the perm file.

On the output, circle either the words that should not be indexed (Stopwords) or words that should be indexed (Keywords).

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TRIAL

How to Retrieve a Keyword Title Index

Step 2

Use the following cards to get a keyword title index--

1. Jobcard
2. Password
3. Project
4. ATTACH,TRIAL/UN=LIBRARY.
5. GET,TAPE1=mgm.
6. TRIAL.
7. 7/8/9 Card
8. *MASTER=1.
9. *INDEX
10. *WORDS,TITLE,CARDS(2).
11. Place Stopwords here
12. *KWOC,TITLE,CARDS(0,1,2,3,4,5,6,7,8,9).
13. *END
14. *PRINT
15. OK.
16. *END
17. 6/7/8/9 Card

Comments:

11. Any word that you do not want as a main word must be typed as a stopword. Start the stopwords in Col. 1. Each stopword must be separated by a comma. Do not space between stopwords. Put a Period after the last stopword. Do not use a hyphen to separate parts of a word. Do not separate syllables of a word. The stopword list could look like--

A,BUT,NOR,AND,THUS,ALSO,BETWEEN,WHETHER,SINCE,BECAUSE,IN,
 INTO,CAN,DOES,DO,FOR,BY,
 A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z.

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TRIAL

How to Retrieve a "Type of Media" Index

Use the following cards to get a type of media Index--

1. Jobcard
2. Password
3. Project
4. ATTACH,TRIAL/UN=LIBRARY.
5. GET,TAPE1=mgm.
6. TRIAL.
7. 7/8/9 Card
8. *MASTER=1.
9. *INDEX
10. *WORDS,MEDIA,CARDS(5).
11. Place Keywords here
12. *KWOC,MEDIA,KEY,CARDS(0,1,2,3,4,5,6,7,8,9).
13. *END
14. *PRINT
15. OK.
16. *END
17. 6/7/8/9 Card

Comments:

11. Any word that you want as a main word must be typed as a keyword. Rules applied to keywords are the same as those applied to stopwords. The difference is that you supply only the words that you want to appear in the catalog. The word, KEY, in Card 12 specifies that the words in Card 11 are keywords and not stopwords. The keyword list could look like--

SUPER-8,TRANSPARENCIES,RECORDS,SINGLE-CONCEPT-FILM,SLIDES.

You may use as many cards and specify as many keywords as you need. Note that compound words are separated by a hyphen and that the compound word will appear in the index. The word, SUPER-8, will appear as SUPER-8 on the output. If you don't type a hyphen, items will appear under the word, SUPER, and under the number 8.

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TRIAL

How to Retrieve a Level of Difficulty Index

Use the following cards to compile a subject index--

1. Job Card
2. Password
3. Project
4. ATTACH,TRIAL/UN=LIBRARY.
5. GET,TAPE1=mgm.
6. TRIAL.
7. 7/8/9 Card
8. *MASTER=1.

9. *INDEX
10. *WORDS,AGEL,CARDS(7),NULL.
11. *KWOC,AGEL,CARDS(0,2,3,4,5,6,7,8,9).
12. *END
13. *PRINT
14. OK.
15. *END

16. 6/7/8/9 Card

Comments:

5. Use the same label name used in creating the perm file.

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TRIAL

How to Retrieve a Subject Index

Subject headings are limited to twenty characters and cannot be more than twenty characters. Two or more words must be separated by hyphens. Abbreviations, however, can be used with hyphens. Examples of correct subject headings are the following: COMPUTER-INSTRUCTION, BIBLE-AS-LITERATURE, CIVIL-WAR-US-HIST. Without the hyphen, COMPUTER INSTRUCTION, would appear in the output as two entries; the first, under COMPUTER; the second, under INSTRUCTION.

Use the following cards to get a subject index--

1. Jobcard
2. Password
3. Project
4. ATTACH,TRIAL/UN=LIBRARY.
5. GET,TAPE1=mgm.
6. TRIAL.
7. 7/8/9 Card
8. *MASTER=1.
9. *INDEX
10. *WORDS,SUBJ,CARDS(8).
11. Place Keywords here
12. *KWOC,SUBJ,KEY,CARDS(0,1,2,3,4,5,6,7,8,9).
13. *END
14. *PRINT
15. OK.
16. *END
17. 6/7/8/9 Card

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TRIAL

How to Retrieve a Union Catalog or District Catalog

You can plan to merge a listing of your holdings with listings of holdings from other media centers for acquisition purposes and for interlibrary loan. All cards must be placed together, back to back, and submitted to the dispatch area and read by the card reader as a new file. Then retrieving on Level 9 will provide the holdings of each center. Merging individual files presupposes that all files have been built in the same way.

Since the names of schools are usually more than twenty characters, a numbering system can be used by assigning a unique label, (a number, or letter, or letter/number) to each school. These labels can then be specified in the Notes section of the Catalog.

Merging files and retrieving on Level 5, the descriptor level, or on Level 8, the subject heading level, would be more appropriate and useful for acquisition purposes and for interlibrary loan. Instead of retrieving a listing by school, retrieving a listing by media or subject with the label of the school printed under each entry would accomplish the same objective.

Use the following cards to get a listing of holdings of each center--

1. Jobcard
2. Password
3. Project
4. ATTACH,TRIAL/UN=LIBRARY.
5. GET,TAPE1=mgm.
6. TRIAL.
7. 7/8/9 Card
8. *MASTER=1.
9. *INDEX
10. *WORDS,SCH,CARDS(9).
11. Place Keywords here
12. *KWOC,SCH,KEY,CARDS(0,1,2,3,4,5,6,7,8,9).
13. *END
14. *PRINT
15. OK.
16. *END
17. 6/7/8/9 Card

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TRIAL

COMBINING PROGRAMS
and
CHANGING THE DATA FILE

Combining Programs

The purpose of combining programs is to save time and cost. Since Turnaround time (the time between submitting a deck of cards and receiving output) varies, submitting two or more programs on the same run allows for greater efficient use of the TRIAL system. In addition, submitting two or more programs on the same run produces more efficient use of limited resources.

Changing the Data File

Once the file is permanent, the listing might reveal errors in spelling or level numbers. Altering the file could be accomplished by correcting the errors and replacing the original file by submitting all the cards again. However, this section provides a program which alters the file in a way making it unnecessary to submit the complete deck.

Adding new records to the original file might be necessary as well as deleting records from the same file. This section makes available programs to accomplish these tasks.

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TRIAL

How to Retrieve Many Different Indexes from the same Run

Use the following cards to retrieve many different indexes, or multiples of the same index, with one program.

1. Jobcard
2. Password
3. Project
4. SETID(OUTPUT=XU)
5. ATTACH,TRIAL/UN=LIBRARY.
6. GET,TAPE1=mgm.
7. TRIAL.
8. 7/8/9 Card
9. *MASTER=1.

10. *INDEX
11. *WORDS,ACCES,CARDS(1),NULL. Note the word, NULL.
12. *KWOC,ACCES,CARDS(0,1,2,3,4,5,6,7,8,9).
13. *END
14. *PRINT
15. OK.
16. *END

17. *INDEX
18. *WORDS,CODE,CARDS(0),NULL.
19. *KWOC,CODE,CARDS(1,2,3,4,5,6,7,8,9).
20. *END
21. *PRINT
22. OK.
23. *END

Many Indexes (Cont.)

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TRIAL

- 24. *INDEX
- 25. *WORDS,MEDIA,CARDS(5).
- 26. Place Keywords Here
- 27. *KWOC,MEDIA,KEY,CARDS(0,1,2,3,4,5,6,7,8,9). Note the word, KEY.
- 28. *END
- 29. *PRINT
- 30. OK.
- 31. *END

NOTE: To retrieve multiple copies of the same index, repeat the same cards as many times as needed. To get two copies of Level 5, type the above cards and the cards which follow.

- 32. *INDEX
- 33. *WORDS,MEDIA,CARDS(5).
- 34. Place Keywords Here
- 35. *KWOC,MEDIA,KEY,CARDS(0,1,2,3,4,5,6,7,8,9).
- 36. *END
- 37. *PRINT
- 38. OK.
- 39. *END

- 40. *INDEX
- .
- .
- .
- *END
- *PRINT
- .
- *END

- 41. *INDEX
- .
- .
- .
- .

- 42. 6/7/8/9 Multipunch Card. 26

Prof. Mark G. McWeeney

TRIAL

How to Create a Temporary File

The previous section presented individual examples of retrieving information from a permanent file. There are situations when only one run of the file is required to produce one output. A permanent file, in such a case, would not have to be made. Only a temporary file is needed which would produce one output.

Use the following cards to create a Temporary file--

1. Jobcard
2. Password
3. Project
4. ATTACH,TRIAL/UN=LIBRARY.
5. TRIAL.
6. 7/8/9 Card
7. *EDIT
8. NEW MASTER=2.
9. *DATA
10. *INSERT,ENTRY=10, INCREMENT=10.
11. Place your data cards here
12. *END
13. *INDEX

*END

*PRINT

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*INDEX

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6/7/8/9 Card

Prof. Mark G. McWeeney

TRIAL

How to Alter or Delete a Record in the Permanent File

You must reference the listing of the data file to determine the number of the Record, the Level Number, and the Line Number that you want to alter. Type the corrected information in Columns 1 through 60, the Level Number in Column 61, and the Line Number in Columns 62 through 66, Right Justified. If you want to change Line 60, type the Number, 60 in Columns 65 and 66.

Use the following cards to alter or delete records and get a listing at the same time--

1. Jobcard
2. Password
3. Project
4. GET,TAPE1=mgm.
5. ATTACH,TRIAL/UN=LIBRARY.
6. TRIAL.
7. SAVE,TAPE2=mgm2.
8. REWIND,TAPE6.
9. COPYRF,BF,TAPE6.
10. 7/8/9 Card
11. *EDIT
12. NEW MASTER=2, OLD MASTER=1, LIST=6.
13. *DATA
14. *ALTER,ENTRY=30.
15. METAPHYSICS 1 10
16. FIRST PRINCIPLES 2 20
17. *ALTER,ENTRY=50.
18. FILMSTRIP 5 40
19. *DELETE,ENTRY=120.

20. *ALTER,ENTRY=140.

21. FS-089

7 60

22. *END

23. *INDEX

24. .

.

.

.

*PRINT

OK.

*END

6/7/8/9 Card

Comments: Altering or Deleting records must be changed in the order they appear in the file. If you want to alter records 40 and 220 and to delete records 80 and 420, Record 40 would be altered first. Record 80 would then be deleted followed by records 220 and 420.

- 7. This card specifies that the changes being made be saved as a new file, mgm2.
- 14. This card specifies that Record 30 should be altered.
- 15. This card states that changes are to be made on Level 1, Line 10.
- 16. This card states that changes are to be made on Level 2, Line 20 of the same record; that is, Record 30.
- 19. This card states that the complete Record be deleted from the file.

If the new file is accurate, PURGE the previous file, that is, the mgm file. See Section on how to PURGE a file.

Prof. Mark G. McWeeney

TRIAL

How to Add Records to the Permanent File

You must reference the listing of the data file to determine the position of the records to be added.

Use the following cards to add records and get a listing at the same time--

1. Jobcard
2. Password
3. Project
4. GET,TAPE1=mgm.
5. ATTACH,TRIAL/UN=LIBRARY.
6. TRIAL.
7. SAVE,TAPE2=mgm2.
8. REWIND,TAPE6.
9. COPYRF,BF,TAPE6.
10. 7/8/9 Card
11. *EDIT
12. OLD MASTER=1, NEW MASTER=2, LIST=6.
13. *DATA
14. *AFTER,ENTRY=30, INCREMENT=2.
15. Put records to be added here
16. *END
17. *INDEX

*PRINT

6/7/8/9 Card

Comments:

7. This card specifies that the records being added to the file be saved as a new file, mgm2. Note that if the file has already been saved as mgm2, then save the file as mgm3.
14. This card states that the new records be added after Record 30. If you place three records after 30, output will be 32, 34, and 36 because card 14 states the increment be 2.

Prof. Mark G. McWeeney

TRIAL

SEARCHING THE DATA FILE

One of the main and strongest aspects of TRIAL is its ability to retrieve words and phrases from abstracts of Literature. The command, *SEARCH, can be called to retrieve information from any level in addition to abstracts. In searching the file, three operators can be used: .AND., .OR., and .NOT.. Note that periods are placed before and after each of the operators.

In the use of the word, .AND., all terms must be present to make a match. If, for example, you wanted to search the abstracts for filmstrips in color about the Library Bill of Rights, the statement would be

FILMSTRIP .AND. COLOR .AND. LIBRARY*BILL*OF*RIGHTS.

An asterisk is used to join words which, to be retrieved, must appear in the order stated.

Besides searching abstracts, searching terms which appear on different levels can be accomplished. In building the file, recall that the type of media was placed in Level 5; the difficulty of the material was placed in Level 7; and the subject headings were placed in Level 8. So if we wanted to find out what filmloops were available on animal behavior for the junior high level, we could combine these elements by .AND.; for example,

FILMLOOP .AND. JR .AND. ANIMAL-BEHAVIOR

and receive a listing of records which matched these terms.

In the use of the operator, .OR., only one of the elements must match; for example, Filmstrip .OR. Filmloop. If we were interested in retrieving information about animal-behavior or animal-life for both the junior and senior high school level in either a filmstrip or filmloop format, the statement would be

(FILMSTRIP .OR. FILMLOOP) .AND. (JR .OR. SR) .AND. (ANIMAL-BEHAVIOR .OR. ANIMAL-LIFE).

Prof. Mark G. McWeeney

TRIAL

For output, a listing of the records which fulfilled one or all of the following combinations would be retrieved.

Filmstrip and Jr and Animal-Behavior,
 Filmstrip and Sr and Animal-Behavior,
 Filmstrip and Jr and Animal-Life,
 Filmstrip and Sr and Animal-Life,
 Filmloop and Jr and Animal-Behavior,
 Filmloop and Sr and Animal-Behavior,
 Filmloop and Jr and Animal-Life,
 Filmloop and Sr and Animal-Life

In the use of the operator, .NOT., limitation is placed on the search.

The statement,

PICTURES .AND. (PICTURES .NOT. COLOR),

will list all records with the word, PICTURES, in the abstracts. The limitation is this: all abstracts with the word, COLOR, even though the word, PICTURES, is also included will not be retrieved. Only those records with the word, PICTURES, but without the word, COLOR, will be part of the output.

The use of the word, .NOT., becomes rather confusing as in the statement,

PICTURES .NOT. COLOR,

for one would think that all abstracts with the word, PICTURES, but without the word, COLOR, in the same abstract would be retrieved. Or, to put it in another way, the searcher would not want listed any abstract which contained both the word, PICTURES, and the word, COLOR. But, this is not the case.

In the statement, PICTURES .NOT. COLOR, all abstracts which contain the word, PICTURES, are listed; and all abstracts which do not have the word, COLOR, are also listed. Thus, it is best not to use the word, .NOT., when searching. In this instance, it would be better to state, PICTURES .AND. BLACK* AND*WHITE.

Prof. Mark G. McWeeney

TRIAL

Use the following cards to Search the Data File

1. Jobcard
2. Password
3. Project
4. ATTACH,TRAIL/UN=LIBRARY.
5. GET,TAPE1=mgm.
6. TRIAL.
7. 7/8/9 Card
8. *MASTER=1.
9. *SEARCH
10. *PRINT 0,1,2.
11. *CONTINUOUS 0,1,2.
12. ANIMAL BEHAVIOR SEARCH,5,7,8 (
13. (FILMSTRIP .OR. FILMLOOP) .AND. (JR .OR. SR) .AND. (ANIMAL*BEHAVIOR
.OR. ANIMAL*LIFE)=100
14.)\$
15. *END

*SEARCH

*PRINT 0,1,2,9.

*CONTINUOUS 0,1,2,9.

ABSTRACT SEARCH,6 (

FILMSTRIP .AND. COLOR .AND. LIBRARY*BILL*OF*RIGHTS=100

)\$

*END

*SEARCH

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6/7/8/9 Card

Prof. Mark G. McWeeney

TRIAL

Comments:

9. Calls in the Search function.
10. States to print out Level 0, the Code; Level 1, the Accession Number; and Level 2, the Title.
11. Means to print out each output in a continuous flow down the page as opposed to printing each entry on a separate page.
12. Animal Behavior Search is a heading that will appear on the output. You can specify any heading you want up to 59 characters long. The numbers 5, 7, and 8 are the levels which will be searched.
14. Symbols which end this particular search.

Note that many searches can be done on the same run.

Note the use of the * which specifies that the words in the phrase must appear together, as in LIBRARY*BILL*OF*RIGHTS.

Again, note the spacing, the punctuation marks, and the special symbols used in the search command.

Prof. Mark G. McWeeney

TRIAL

APPENDIX

How to Purge a File

1. Jobcard
2. Password
3. Project
4. PURGE,mgm.
5. 6/7/8/9 Card

How to Punch a deck of cards

1. Jobcard
2. Password
3. Project
4. SETLIM,PU.
5. COPYRF(BF,INPUT,PUNCH)
6. 7/8/9 Card
7. Cards to be reproduced are placed here
8. 6/7/8/9 Card

Xerox 1200 Printer

To send output to the Xerox 1200 Printer, type the following card--

SETID(OUTPUT=XU)

and place this card before the ATTACH card.

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TRIAL

OTHER USES OF TRIAL

In addition to creating media catalogs, TRIAL can be used for bibliographic control of books and journal articles or for any file management of names or materials.

A possible format for control of books could be the following--

		Level
Author	Code	1
Title		2
Imprint		4
Abstract		6
Subject Headings		8

A possible format for control of journal articles could be the following--

		Level
Author	Code	1
Title		3
Citation		4
Abstract		6

Since different forms of media might best be handled separately, reserve a level for titles of books and another level for titles of journal articles.

Retrieving information from any level follows the same format as retrieving information of media materials as described in Section 2 of this manual. Altering, deleting, or adding records would follow the programs as stated in Section 3 of this manual; and programs for searching the file are spelled out in Section 4.

Prof. Mark G. McWeeney

TRIAL

The only difference in using TRIAL for control of materials, other than creating media catalogs, would be evident when building the file, for authors would be keypunched in Level 1. The other levels used in building the file should be patterned after the suggestions stated in Section 1 of this manual.

Names can be typed in the following columns--

Name 1 in Cols. 1 to 18

Name 2 in Cols. 21 to 38

Name 3 in Cols. 41 to 58

Name 4 in Cols. 1 to 18 on the second card.

Last names should be typed first, followed by a comma, a blank, and then the first name. If the name goes beyond column 18, the first name must be typed in a stopword list. Stopwords are those words which are considered unimportant to the person building the file. For example, the name, MCWEENEYONISKI, MARK G. extends beyond Column 18. Therefore, the word, MARK, and the initial, G., must be included in stopword list. If the word, MARK, and the initial, G., were not typed as stopwords, MARK and G. would be printed as main words in an author index. The output would be printed as follows--

G.

MCWEENEYONISKI, MARK G.

MARK

MCWEENEYONISKI, MARK G.

MCWEENEYONISKI

MCWEENEYONISKI, MARK G.

With the word, MARK, and the initial, G., typed as stopwords, only the last name would be printed as the main entry. If the last name and the first name do not extend beyond Column 18, the first name does not have to be keypunched as a stopword.

Prof. Mark G. McWeeney

TRIAL

The same procedure applies to the other specified columns. If the second or third names extend beyond Columns 38 or 58, stopwords must be typed.

Corporate authors can be typed beyond Column 18, but unimportant terms should be included in a stopword list. For example, the corporate author, COLORADO ASSOCIATION OF SCHOOL LIBRARIANS, extends beyond Column 18. Without stopwords, this entry would appear five times in the printed output. Surely, the word, OF, should be in the stopword list. Any of the other words could be also included.

Suggestion, the last card in the stopword list could be the letters of the alphabet--A,B,C,...Y,Z. TRIAL can scan efficiently up to 4600 stopwords.

Prof. Mark G. McWeeney

TRIAL

How to Retrieve an Author Index

Use the following cards to compile an author index--

1. Jobcard
2. Password
3. Project
4. ATTACH,TRIAL/UN=LIBRARY.
5. GET,TAPE1=mgm.
6. TRIAL.
7. 7/8/9 Card
8. *MASTER=1.

9. *INDEX
10. *WORDS,AUTH,CARDS(1).
11. Put Stopwords here
12. *KWOC,AUTH,CARDS(0,1,2,3,4,5,6,7,8,9).
13. *END
14. *PRINT
15. OK.
16. *END
17. 6/7/8/9 Card

Comments:

5. Use the same label name used in creating the perm file.

Name _____

Number of Records _____

Copy of File:

Input- Output _____

Total 1 _____

Permanent File Costs:

Permanent File with Listing _____

Replace File with Listing _____

Altering File with Listing _____

Deleting Records with Listing _____

Adding Records with Listing _____

Total 2 _____

Additional Costs:

Purging the File _____

Total 4 _____

Total of 1, 2, 3, and 4 _____

Prof. Mark G. McWeeney

TRIAL Cost Accounting and Analysis

Retrieving Costs:

Retrieving on Level 0 _____

Retrieving on Level 1 _____

Retrieving on Level 2 (Freq) _____

Retrieving on Level 2 _____

Retrieving on Level 3 _____

Retrieving on Level 4 _____

Retrieving on Level 5 _____

Retrieving on Level 6 _____

Retrieving on Level 7 _____

Retrieving on Level 8 _____

Retrieving on Level 9 _____

Complete Run _____

Searching the File _____

Total 3 _____

Name _____

Number of Records _____

Prof. Mark G. McWeeney

TRIAL Cost Accounting and Analysis

Copy of File:

Input- Output

Total 1

Permanent File Costs:

Permanent File with Listing

Replace File with Listing

Altering File with Listing

Deleting Records with Listing

Adding Records with Listing

Total 2

Additional Costs:

Purging the File

Total 4

Total of 1, 2, 3, and 4

Retrieving Costs:

Retrieving on Level 0

Retrieving on Level 1

Retrieving on Level 2 (Freq)

Retrieving on Level 2

Retrieving on Level 3

Retrieving on Level 4

Retrieving on Level 5

Retrieving on Level 6

Retrieving on Level 7

Retrieving on Level 8

Retrieving on Level 9

Complete Run

Searching the File

Total 3

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TRIAL

SYMBOLS	Punch	CDC	1401	XEROX
. (period, upper or lower)	12/8/3	.	.	.
, (comma, upper or lower)	0/8/3	,	,	,
\$ (dollar sign)	11/8/3	\$	\$	\$
* (asterisk)	11/8/4	*	*	*
/ (slash)	0/1	/	/	/
< (less than)	12/8/2	<	+	<
> (greater than)	11/8/7	>		>
≤ (less than or equal)	8/5	≤		e
≥ (greater than or equal)	12/8/5	≥		?
+ (plus)	12	+	+	+
≠ (not equal to)	4/8	≠	,	,
—	12/8/6	—		\
↗ (direction)	0/5/8	↗		&
↑ (direction)	11/8/5	↑		^
↓ (direction)	11/8/6	↓		#
^ (caret; and)	0/8/7	^		-
∨ (or)	11/8/2	∨	-	!
- (hyphen or dash)	11	-	-	-

Note: 11 is a - (top center of keyboard)

12 is a + (upper case P)

Prof. Mark G. McWeeney

TRIAL

SYMBOLS	Punch	CDC	1401	XEROX
- (minus sign)	11	-	-	-
# (pound)	11/8/6	↓		#
" (quotation)	0/8/6	=		"
: (colon)	8/2	:	o	:
; (semicolon)	12/8/7	;		;
[(bracket)	8/7	[		[
] (bracket)	0/8/2	]	E	]
= (equal)	3/8	=	=	=
' (apostrophe)	4/8	†	'	'
((left paren)	0/4/8	(	(	(
) (right paren)	12/4/8	)	)	)

Note: 11 is a - (top center of keyboard)

12 is a + (upper case P)

SUBJECT HEADINGS

Acting	Athens-History	Business-Education
Adaptation	Attitude-Psychology	Byron-Lord-Gordon
Adolescence	Audio-Visual-Educ	Cabinet-Work
Adventures-of-Huckle	Authors-American	Cactus
Advertising	Bach	Camus-Albert
Aged	Bacteriology	Canterbury-Tales
Aggressiveness	Baez-Joan	Careers
Albee-Edward	Baldwin-James	Carols
Alcohol	Bandelier-Natl-Mon	Carpentry
Alcoholism	Bands-Music	Cash-Johnny
Alexander-the-Great	Bartleby-Scrivener	Catholic-Church
Algae	Bartok-Bela	Cats-Cradle
Algebra	Batik	Cell-Division
American-Authors	Beethoven	Cells
American-Drama	Behavior	Census
American-Fiction	Behaviorism-Psych	Character-Education
American-History	Belief-and-Doubt	Chaucer-Geoffrey
American-Indian-Poet	Benet-Stephen	Chemical-Elements
American-Lit-Collect	Bernstein-Leonard	Chemistry
American-Lit-History	Bible	Chemistry-Physical
American-Lit-Poetry	Bible-as-Literature	Child-Abuse
American-Literature	Bible-criticism	China-History
American-Poetry	Bible-in-Literature	Chinese-in-the-US
American-Poetry-Coll	Bible-Old-Testament	Choice-Freedom-of
American-Revolution	Bible-Pictorial-Wks	Chopin
Angiosperms	Biochemistry	Christ-Life
Annabel-Lee	Biography	Christmas-Carol
Antigone	Biological-Chem	Churchill-Winston
Antiquities	Biology	Cities
Arab-Countries	Biology-Embryology	Cities-and-Towns
Arc-Welding	Birds	Cities-Towns
Archaeology	Birth-Control	Civil-Liberty
Architectural-Draw	Bizet	Civil-Rights
Architecture-Amer	Black-Boy	Civil-War
Architecture-Cathed	Black-Odyssey	Civil-War-Campaigns
Argulus	Blood	Civil-War-US-Hist
Art	Blood-Circulation	Civilization
Art-and-Society	Body-Language	Civilization-History
Art-Baroque	Bookkeeping	Clemens-Samuel
Art-Decorative	Books-and-Reading	Climate
Art-History	Borodin	Clutches
Art-Medieval	Botany-Classificat	Coelenterata
Art-Mexico	Botany-Ecology	Coleridge-S-T
Art-Profession	Bradbury-Ray	Coleridge-Samuel
Art-Renaissance	Brave-New-World	Collective-Settlement
Art-Spanish	Brooks-Gwendolyn	College-Entrance
Art-Study	Brown-John	Color
Art-Study-Teaching	Buckley-William	Color-Language
Art-Techniques	Buddhism	Commercial-Law
Art-United-States	Burns-Robert	Communication
Astronomy	Business-arithmetic	Communication-Tele

Communism	Emotions	French-Lang
Composition	Energy	French-Lang-Study
Concentration-Camps	English-Lang	French-Language
Consumer-Education	English-Lang-Gram	French-Literature
Courts-United-States	English-Lang-Pronoun	French-Poetry
Crane-Stephen	English-Lang-Spell	Fresh-water-Biology
Crayfish	English-Lang-Study	Frogs
Creation-Artistic	English-Language	Frogs-Anatomy
Creation-Lit-Art-Etc	English-Lit-Collect	Frontier-Life
Creation-Literary	English-Literature	Frontier-Pioneer-Lif
Creative-Literary	English-Poetry-Coll	Frost-Robert
Cruelty-to-Children	Enlightenment	Fry-Christopher
Culture	Environment	Fungi
Dance-Music	Environment-Man	Future-Life
Dante-Alighieri	Environmental-Policy	Gallows-Songs
Daphnia	Erosion	Genetics
Dare-to-be-Different	Esthetics	Geography
Death	Ethics	Geography-Hist-Maps
Death-of-a-Salesman	Ethnology	Geology
Debates-Debating	Ethnology-US	Geometry
DeBussy	Euripides	Geopolitics
Decoupage	European-War-WWII-US	German-Lang
Democracy	Evans-Bergen	German-Lang-Study
Depressions	Evolution	German-Language
Desert-Ecology	Executive-Power	Germany
Deserts	Family	Germany-Social-Life
Dickens-Charles	Family-Life-Educ	Germany-Travel
Discrimination	Family-Planning	Glaciers
Dissent	Faulkner-William	Glass-Menagerie
Dna	Fermentation	Gonorrhea
Domestic-Relations	Ferns	Good-and-Evil
Don-Quixote	Fertilization	Goya-Fransisco-De
Drama	Fiction	Grasshoppers
Drama-Hist-Crit	Fiction-Technique	Great-Gatsby
Drama-Study-Teaching	Film	Great-Lakes-Pollut
Drug-Abuse	Fishes	Greek-Drama
Drugs	Fishes-Behavior	Greek-Literature
Dvorak	Fitzgerald-F-Scott	Greek-Roman-Myths
Dylan-Bob	Flatworms	Growth-Plants
Earth	Folk-Dancing	Hamlet
East-and-West	Folk-Songs	Handicrafts
East-Far-East	Folklore	Hansberry-Lorraine
Echinoderms	Food-Additives	Happiness
Ecology	Food-Chains	Hardy-Thomas
Economic-Assistance	Food-Supply	Harte-Bret
Economic-Conditions	Foreign-Relations	Hawthorne-Nathaniel
Education-Curricula	Foreign-Relations-US	Heart
Education-Secondary	Forest-Ecology	Hemingway-Ernest
Egypt	Forest-Influences	Henry-the-Fourth
Eisenhower-Dwight	France-Geography	Heredity
El-Greco	Frank-Anne	Heroes
Elections	Franklin-Benjamin	Heroes-Gods-Monst
Electrons	Freedom-and-the-Law	Hinduism
Eliot-George	Freedom-Information	Hiroshima-Bomb-1945
Eliot-T	Freedom-Press	History-Colonial
Embryology	French-Fairy-Tales	History-Modern

History-Philosophy	Law-United-States	Metric-System
History-US-1935-1945	Learning-Tree	Metropolitan-Areas
Hitler	Leather-Work	Midsummer-Night-Drea
Home-Economics	Leatherworking	Migrant-Labor
Homer-Minslow	Legal-Education	Military-Service
Homerus	Legal-Ethics	Miller-Arthur
House-of-Seven-Gables	Legislation	Milton-John
Housing-Discriminat	Lewis-Clark-Expedit	Ministers-Black-Veil
Huckleberry-Finn	Lewis-Sinclair	Minorities
Hughes-Langston	Liberation-Movement	Molds-Botany
Human-Relations	Liberty-History	Molecules
Humor-Stories	Libraries-Readers	Mollusks
Humorists	Library-Orientation	Momaday-N-Scott
Humorous-Poetry	Life-Before-Birth	Money-Management
Hydra	Lincoln-Abraham	Monroe-Doctrine
Hydraulic-Machinery	Literature	Moore-Henry
Hydraulics	Literature-Coll	Morgenstern-Christia
Immigration-Emigrat	Literature-Hist-Crit	Mosses
India	Lobbying	Moving-Pictures
Indians-NA-Poetry	London-Jack	Mozart-Wolfgang
Indians-North-Amer	Longmont-HS-Band	Muscles
Indians-Southwest	Lord-of-the-Flies	Music
Individuality	Luck-of-Roaring-Camp	Music-Hist-Criticism
Inferno	Macbeth	Music-History
Insects	Machinery	Music-Popular
Interior-Decoration	Machu-Picchu	Mycenae
Interstate-Commerce	Macrame	Myriapoda
Invertebrates	Magic	Mystery-Detective
Israel	Malcolm-X	Mythology
Japan	Mammals-North-Amer	Mythology-Classical
Japanese-Americans	Man	Nagaski-Bomb-1945
Jealousy	Man-Environment	Narcotics
Job-Analysis	Man-Influence-Nature	National-Songs-Amer
Job-Attitudes	Man-of-la-Mancha	Native-Son
Johnson-James-W.	Manifest-Destiny	Negro-Authors
Johnson-I-B	Marin-John	Negro-Literature
Journalism	Marine-Biology	Negro-Poetry
Judaism	Marine-Ecology	Negro-Spirituals
Julius-Caesar	Marriage	Negroes
Justice	Mass-Media	Negroes-Amer-Hist
Juvenile-Delinquency	Mass-Media-Adv	Negroes-Civil-Rights
Keats-John	Masters-Edgar-Lee	Negroes-History
Kinesics	Mathematics	Negroes-South-States
King-Martin-Luther	Mayas	Newspapers
Labor	Mayas-Antiquities	Nineteen-Eighty-Four
Labor-Unions	McKuen-Rod	Nutrition
Language-Languages	Mechanical-Drawing	Occupations
Latin-Amer-Government	Medea	Oedipus-Rex
Latin-Amer-Politics	Medicine-Research	Offenbach
Latin-America	Melville-Herman	Orozco-Jose-Clemente
Laurents-Arthur	Mental-Health	Outcasts-Poker-Flat
Law	Metalwork	Paganini
Law-Enforcement	Metaphysics	Painting

Paper-Crafts	Propaganda	Sex-Instruction
Paradise-Lost	Propaganda-American	Sexual-Ethics
Parasites	Protestantism	Sexual-Hygiene
Parent-and-Child	Protoplasm	Sexual-Values
Parent-Child	Proxemics	Shakers
Parks-Gordon	Psychedelics	Shakespeare-William
Parliamentary-Pract	Psychology	Shelley-Percy
Patriotism	Psychology-Applied	Shootout-Silver-Score
Perception	Pueblo-Indians	Short-Stories
Personal-Development	Punctuation	Short-Story-Develop
Personality	Punishment	Shorthand
Pesticides	Puritans	Signs-Symbols
Philosophy	Radio-Broadcasting	Silas-Marner
Philosophy-Amer	Railroads	Slaughter-House-Five
Philosophy-Religion	Raisin-in-the-Sun	Slide-Rule
Photography	Readers-Guide	Smoking
Photosynthesis	Reality	Social-Adjustment
Physics	Reconstruction	Social-Change
Physics-Dynamics	Red-Badge-of-Courage	Social-Conditions
Physics-Mechanics	Red-Pony	Social-Conflict
Physiology	Religion	Social-Ethics
Pioneer-Life	Religion-Fiction	Social-Life-Cust-US
Plant-Physiology	Religion-History	Social-Problems
Plant-Succession	Religions	Social-Psychology
Plants-Classificat	Religious-Literature	Social-Sciences
Poe-Edgar-Allan	Rembrandt	Social-Sciences-Com
Poetics	Renoir-Pierre	Sociology
Poetry	Reproduction	Sociology-Human-Rel
Poetry-Collections	Revolutions	Sociology-Urban
Poetry-Hist-Crit	Riots	Soil-Biology
Poitier-Sidney	Rock-Music	Soil-Conservation
Political-Convention	Rocks-Metamorphic	Songs
Political-Geography	Rogers-Will	Songs-American
Political-Parties	Romanticism	Songs-French
Political-Science	Romeo-and-Juliet	Songs-German
Politics-Govt	Roundworms	Sophocles
Politics-of-Change	Russia	Sorry-Wrong-Number
Pollination	Satire	Sound
Pollution	Scarlet-Letter	Sound-Effects
Pond-Ecology	Science	Southern-States-Hist
Popularity	Science-Fiction	Soviet-Union-Today
Population	Science-of-Personal	Space-Sciences
Pottery	Sculpture	Spanish-Lang
Practical-Math	Seasons	Spanish-Lang-Study
Pregnancy	Secret-Life-of-W-Mit	Spanish-Language
Prejudices	Sedatives	Speech
Prepositional-Phrase	Sediment-Structures	Speeches-Addresses
Presidents-US-Elect	Senses	Spelling
Prevert-Jacques	Senses-Sensation	Spirit-in-Flesh
Prisons	Sentence-Building	Sponges
Privacy-Right-of	Sentences-Compound	Spoon-River-Antholog

Starfish	Tutankhamen-King	Watercolor-Painting
Steinbeck-John	Twenties	Weathering
Stimulants	Twenties-Thirties	Weaving
Stories-of-War	United-States-Descri	Welding
Study-Method-of	United-States-Econ	Welles-Orson
Style-Literary	United-States-Exec	Welty-Eudora
Success	United-States-Explor	West
Suffrage	United-States-Foreig	West-Discovery-Explo
Supernatural	United-States-Geog	Wilder-Thornton
Symphony	United-States-Hist	Williams-Tennessee
Syphilis	United-States-Politi	Wilson-Woodrow
Tale-of-Two-Cities	United-States-Relig	Wit-and-Humor
Teaching	United-States-Suprem	Wolves
Technology-and-Civ	United-States-Ter-Exp	Woman
Television	United-States-Travel	Woman-Civil-Rights
Tell-Tale-Heart	United-States-20th-C	Woman-Social-Cond
Temperature	Urban-Renewal	Women-in-the-US
Tennyson-Alfred	US-History	Women-Public-Life
Theater	Values-for-Teenagers	Womens-Liberation
Theater-Direction	Van-Gogh-Vincent	Wordsworth-William
Theater-Production	Velazquez	World-History
Thoreau-Henry-David	Veneral-Diseases	World-of-Mark-Twain
Thurber-James	Vice-Presidents	World-War-II
To-Be-Young-Gifted	Vocabulary	World-War-1939-1945
To-Build-a-Fire	Vocational-Education	Worms
Tobacco-Habit	Vocational-Guidance	Wright-Richard
Toscanini	Volcanoes	Writing
Tragedy	Vonnegut-Kurt	Yeast
Trials	War	Young-Goodman-Brown
Trigonometry	War-of-the-Worlds	Youth-Attitudes
Troy	War-with-Mexico	Youth-Movements
Truman-Harry-S	Wasps	Zoo-Story
Tschaikowsky	Water-pollution	Zoology

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